

**Process Server Review Board
Fee Recommendations
July 15, 2011**

Pursuant to the authorization of the 82nd Texas Legislature (House Bill 1614, Regular Session; SECTION 7.01, S.B. 1, 1st Called Session) the Process Server Review Board recommends to the Supreme Court of Texas that it:

- (1) approve a non-refundable fee of \$225 which must accompany any application to be certified to serve civil process for a three-year period, such fee to be collected by the Office of Court Administration;
- (2) approve a non-refundable fee of \$225 which must accompany any timely submitted application for renewal of a person's certification to serve civil process for a three-year period pursuant to Rule 14.4(c)(2) of the Rules of Judicial Administration, such fee to be collected by the Office of Court Administration;
- (3) declare that it is the sole responsibility of an applicant for renewal of his or her certification to serve civil process, without further notice from the Process Server Review Board, to be certain that a properly and thoroughly completed application for renewal is submitted timely pursuant to Rule 14.4(c)(2), Texas Rules of Judicial Administration; otherwise the application fee shall be \$337.50;
- (4) authorize the Office of Court Administration to collect (on behalf of the Process Server Review Board) from each person at the time of initial certification or renewal of certification a fee of \$9.00 to fund the Process Server Review Board's participation in a common Internet licensing system known as Texas.gov, a collaborative, public-private partnership between the State of Texas and Texas NICUSA, LLC (TexasOnline), pursuant to Section 2054.2591 of the Texas Government Code; each initial or renewal application must be accompanied by this fee;
- (5) authorize the Office of Court Administration to determine the appropriate form or forms of payment of fees by applicants for initial certification and renewals; and
- (6) authorize that, because the Office of Court Administration will not have in place by September 1, 2011 the administrative processes for billing and collection of the fees approved by the Supreme Court, the Office of Court Administration will bill, prorate, and collect fees to be effective as of January 1, 2012.